



## GUIDE FOR ORGANIZING ARAC MEETINGS

### CLASSIFICATION

This document is classified as an ARAC Procedures Document.

### AUTHORIZATION

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### AVAILABILITY

Copies of this document in Arabic and English, are available at the ARAC Secretariat and on the ARAC website.

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# GUIDE FOR ORGANIZING ARAC MEETINGS

## 1. Purpose

This guide serves as a tool to identify the main tasks and define the responsibilities of the involved parties regarding the organization of ARAC meetings, including the General Assembly, the Executive and Committees meetings.

## 2. Offer to become the host for the General Assembly and the Executive Committee

The ARAC General Assembly meets once a year. The ARAC Committees meet two times a year. The body interested in becoming the host shall send a written notification to the ARAC Secretary with as much advanced notice as possible, preferably two years prior to the General Assembly meeting date.

The Secretary shall submit the host's proposal to the Executive Committee for consideration and acceptance.

In some cases ARAC meetings may include other activities such as courses, or activities jointly with other organizations. The Secretary will inform the host body if additional arrangements may be required.

## 3. Host Body's Responsibilities

- 3.1. Assume the financial responsibility of the event.
- 3.2. Organize and coordinate the meeting logistics of the General Assembly, Executive and Committees and related activities (seminars, training courses, etc.).
- 3.3. Events such as: inauguration, welcome dinner, farewell dinner, cultural events, are considered **OPTIONAL** and may be undertaken by decision and initiative of the host including organization and costs.
- 3.4. Coordinate with the event venue (hotel, convention center) the logistical requirements submitted by the Secretariat.
- 3.5. Negotiate and block a number of rooms in two hotels (one with a budget rate and one with a regular rate), and send the ARAC Secretariat the hotel information so it may be included in the invitation.
- 3.6. As provided in 5.1 below, charge, with the Secretary's support, the General Assembly fee to the additional delegates and provide them with a payment receipt.
- 3.7. Define the seminar topics and invite the speakers. Promote and invite local attendees to the Seminar. Register all seminar attendees. Define and charge the Seminar fee, if required.
- 3.8. Inform the Secretariat in advance on any support the host may need (for example: invite speakers to the seminar).
- 3.9. Hire simultaneous interpreters for the meetings, seminar and course as necessary.
- 3.10. Cover the cost of the meetings room rental, coffee breaks with snacks, simultaneous interpretation, equipment, etc.

- 3.11. Provide 2 persons to support the Secretary during the General Assembly (for administrative and clerical support such as to photocopy, etc.). These persons shall be in addition to the persons performing services for the host body during the event.
- 3.12. Provide tourism information of the host country to the attendees.
- 3.13. Provide assistance to obtain Visas upon traveler's request, **IF NECESSARY**.
- 3.14. Provide **OPTIONAL** promotional material to the delegates, for example: T-Shirts, laptop bags, pens, souvenirs, etc.
- 3.15. Develop an **OPTIONAL** website with the event information.

#### **4. ARAC Secretary's Responsibilities:**

- 4.1. Prepare and send to the members the registration forms and invitation letter to attend the General Assembly, Executive and Committees and training course.
- 4.2. Send working documents in advance for the meetings to the delegates via e-mail, or upload them to the ARAC website.
- 4.3. If necessary, provide working documents for the General Assembly to the host body so it may print them in Arabic and English and provide them to the interpreters.
- 4.4. Organize and distribute via email the working documents for the General Assembly, Executive and Committees.
- 4.5. Prepare the new documents generated during the week of meetings with the help of the host body staff to distribute for the General Assembly meeting.

#### **Provide the host body with the following:**

- 4.6. *Logistics Table* for each meeting with the list of requirements for the General Assembly, Committee, and Subcommittee meetings (time schedules, rooms, simultaneous interpretation, equipment, office material, coffee breaks, meals, etc.). See Annex 1.
- 4.7. Programs for the General Assembly, Executive and Committees and training course.
- 4.8. Tentative attendance lists for the General Assembly and each meeting
- 4.9. Current list of ARAC membership fee payments.

#### **5. ARAC Meeting fees**

##### **5.1. General Assembly Fee**

##### **Official Delegate**

One Official Delegate per member body shall pay a fee of \$XXX USD to attend the General Assembly meetings, as long as the body is up-to-date on its membership fee.

- This fee may be paid in advance by wire transfer to the ARAC bank account.
- The Delegate may pay in US Dollars or Euro in cash to the ARAC Secretary who will provide a receipt.
- The General Assembly fee may be included in the annual membership fee.

## **Additional Delegate**

Additional delegates shall each pay US\$ XXX to attend the General Assembly meetings, or the amount determined by the Executive Committee. A person of an organization that is not an ARAC member is considered to be an additional delegate.

The host body shall establish a fee per day for Additional delegates who are only attending one or two days of meetings.

The payment may be sent in advance by wire transfer to the host body, or it may be paid in US dollars or Euro in cash during the event.

The host body is responsible for collecting the Additional Delegates' fees and providing them with a receipt. The host body shall use these fees to pay for part of the event organization costs.

### **5.2. Seminar Fee**

During General Assembly meetings a Seminar is held. The Seminar is for the benefit of the people of the host country and for ARAC members. The host body shall establish the Seminar fee and is responsible for collecting it. The host body may use these funds to cover the organization costs of the event.

### **5.3. Sponsors**

The host body is responsible for requesting sponsorships to cover the event costs, if needed.

## **6. Delegate Registrations**

The delegates shall register on the first day as indicated by the program and those who need to pay their fee may do so upon their arrival. At that time they shall receive a payment receipt and the promotional and tourism materials provided by the host body, if any.

## **7. Meals, Coffee Breaks and Snacks during meeting days**

The host body is responsible for coordinating and paying for the Meals, coffee breaks and snacks during meetings.

## **8. Accommodations for Delegates**

The host body is responsible for negotiating and blocking rooms in two hotels (one with a budget rate and one with a regular rate), and submit the hotel information to the ARAC Secretariat so it may be included in the event invitation. Both hotels shall be close to the meeting venue, no more than a 10 minute taxi ride. Send the Secretary a map with the locations.

The host body is responsible for receiving the information on each delegate, making the hotel reservation, and sending the confirmation number to each delegate.

If necessary, the host body is responsible for hiring and coordinating the transportation of the delegates to the meetings venue in case that they are not held

at the venue hotel.

## **9 . Decision Making**

The host body shall ensure that the Secretariat support staff, the hotel staff, and the event staff are aware that it is an ARAC event and that any decisions required shall be referred to the ARAC Secretary.

## **10. Meeting Rooms**

The host body is responsible for reserving the meeting rooms according to the needs described in the *Logistics Table* which will be provided by the Secretary in advance. One meeting room is required for each meeting, unless otherwise noted.

## **11. Room for the Secretariat**

The room for the Secretariat shall be close to the other meeting rooms. The assistants to the Secretariat shall be in this room, along with the computers with internet access, a photocopying machine, office material, etc. This room should have a lock.

## **12. Working Documents for Meetings**

The ARAC Secretary shall submit most of the working documents for the meetings in advance to the delegates via e-mail.

The ARAC Secretary shall request assistance from the host body to photocopy the documents generated during the meeting so they may be delivered to the delegates, especially the documents for the General Assembly meeting.

## **13. Equipment Required for Meeting Rooms**

- Photocopying machine capable of making sets
- Microphones with speaker system for meetings
- Projection screen
- Laptop Projector
- Wireless Internet is required for all meeting. During this meeting, the Secretary will use the internet to make international calls via Skype at no cost to the host body.
- Power bars
- Extension cords

## **14. Other needs required for General Assembly meeting**

- Podium (only for the General Assembly and the Seminar)
- Sign or banner with the printed information of the General Assembly with the ARAC and the host body logos. Large size visible for photos during the inauguration.
- Laptop (The ARAC Secretary will use it).
- Name tags with the person's name, body and country, with a thread, no pins
- Name plates for each registered delegate and additional delegate. They will be placed at the meetings indicating the name, body, and country of each delegate. The Secretary shall provide this information to the host body.

**15. Equipment required for the Secretariat office**

- Computers with internet connection, printer, and telephone
- High capacity photocopying machine that makes sets
- Photocopying paper
- Printer(s)
- Office Material for Secretariat: pens, staplers, staple pullers, scissors, clips, staples,
- Mail slots, one for each ARAC members and also for guests.

**18. Promotional Material OPTIONAL (Examples)**

- T-shirts or Polo shirts with the event logo
- Laptop cases or bags
- Sets of stationary, notebooks, Pens, Highlighters, Host body brochures.

## ANNEX 1 LOGISTICS TABLE

| DAY          | TIME           | VENUE AND PLACE                                       | PERSONS     | ARRANGEMENTS  | AUDIO/VIDEO EQUIPMENT  |
|--------------|----------------|---|-------------|---|--|
| <b>Day</b>   |                |   |             |   |  |
| Day and Date | 08:00<br>20:00 | Secretariat Office<br>Location: Close to the meetings | 2           | 2 assistants for the Secretariat from 08:00 to 20:00hrs.  | Photocopying machine (able to copy sets of 20 pages), office supplies, computers w/internet, fax, printer                                      |
| Day and Date | 11:00<br>11:15 | Coffee break<br>Room name                             | Num persons | Coffee break  | NO   |
| Day and Date | 08:00<br>13:00 | Meeting number<br>Room name and location              | Num persons | Tables arranged in U shape<br>One technician available to prepare projector, mikes and speakers                                       | 1 projection screen, 1 projector<br>1 laptop, 2 power bars<br>2 extension cords<br>3 microphones w/speakers (If needed according to room size) |
| Day and Date | 13:00<br>14:00 | LUNCH Nombre restaurant Location                      | Num persons | Lunch   | NO   |
| Day and Date | 16:30<br>16:45 | Coffee break<br>Room name                             | Num persons | Coffee break  | NO   |
| Day and Date | 14:00<br>19:00 | Nombre de Reunión 2ª parte<br>Room name and location  | Num persons | Tables arranged in U shape<br>1 Technician available to prepare projector, mikes and speakers<br>Notepad, & Waterbottle in each place | 1 projection screen, 1 projector, 1 laptop<br>2 power bars, 2 extension cords<br>3 microphones w/speakers (If needed according to room size )  |